

61-3969
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REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Chief, Payroll Branch, Fiscal Division, Comptroller's Office
1300 Carrie Hall

FROM: Chief, Finance Division

ALLOTMENT SYMBOL
1263-1040-1000

PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
30 Apr 61	13 May 61	160	5
14 May 61	27 May 61	160	5
28 May 61	3 Jun 61	160	5
4 Jun 61	17 Jun 61	160	5

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

25X1A2d2 Individuals from the Comptroller's Office are working on an overtime basis for Project [redacted], an "Eyes Only" project. If further information is needed, please contact [redacted] X8235.

25X1A2d2 The subjects' regular salaries are paid from the Comptroller's allotment 1263-1040-1000. All overtime performed is to be charged to 1635-3000-8021, [redacted] allotment.

DATE
25X1A9a

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)
Requested by [redacted], X8235

T [redacted] ision

AUTHORIZATION
[redacted] AUTHORIZING OFFICIAL
25X1A

DATE CONCURRED
1 May 1961

DATE AUTHORIZED
3 MAY 1961

Approved For Release 2002/05/02 : CIA-RDP78-05747A000300040020-1

STATINTL

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